

**REORGANIZATIONAL AND REGULAR MEETING OF THE ADMINISTRATIVE BOARD  
OF  
NIAGARA COUNTY SEWER DISTRICT #1**

Held on the 22nd day of January 2014 at the Water Pollution Control Center

**PRESENT:**

Commissioner Dennis Brochey  
Commissioner Robert B. Cliffe  
Commissioner Wright H. Ellis  
Commissioner Steven C. Richards  
Commissioner James Riester  
Commissioner Marc R. Smith

**EXCUSED:**

John T. Timkey, Chief Operator, NCSD #1

**ALSO PRESENT:**

Anthony M. Hahn, Administrative Director, NCSD #1  
P. Andrew Vona, Attorney for District  
Robert P. Lannon, CRA Infrastructure & Engineering  
Thomas W. Blodgett, CRA Infrastructure & Engineering  
Anthony J. Nemi, Liaison, Niagara County Legislature  
Suzanne-Marie C. Fulle, NCSD #1  
Joanne M. Teixeira, NCSD #1

Pursuant to written notice in accordance with New York State Law, the meeting was called to order by holdover Chairman, Marc R. Smith, at 3:30 p.m.

Roll call was taken by Suzanne-Marie C. Fulle.

It was moved by Wright H. Ellis and seconded by Robert B. Cliffe that Marc R. Smith be nominated for chairman.

Marc R. Smith was duly elected as chairman of the Administrative Board of Niagara County Sewer District #1 by unanimous vote and shall serve in that capacity for a two-year period ending with said District's re-organizational meeting in January 2016.

It was moved by Robert B. Cliffe and seconded by Wright H. Ellis that James Riester be nominated for vice-chairman.

James Riester was duly elected as vice-chairman of the Administrative Board of Niagara County Sewer District #1 by unanimous vote and shall serve in that capacity for a two-year period ending with said District's re-organizational meeting in January 2016.

It was moved by Wright H. Ellis and seconded by James Riester that P. Andrew Vona be retained as attorney for Niagara County Sewer District #1 for a two-year period commencing January 1, 2014 and ending with said District's re-organizational meeting in January 2016. This motion was carried.

It was moved by James Riester and seconded by Robert B. Cliffe that CRA Infrastructure & Engineering, Inc. be retained as engineering representative for Niagara County Sewer District #1 for a two-year period commencing January 1, 2014 and ending with said District's re-organizational meeting in January 2016. This motion was carried.

It was moved by James Riester and seconded by Wright H. Ellis that the Administrative Board of Niagara County Sewer District #1 shall continue to meet on the fourth Wednesday of the month at 3:30 p.m. at the Water Pollution Control Center. This motion was carried.

The meeting continued with the Board's regular session.

Upon motion duly made by Wright H. Ellis and seconded by James Riester, (with Steven C. Richards abstaining), it was resolved that the minutes of the December 11, 2013 meeting be approved as presented. This motion was carried.

Upon motion duly made by James Riester and seconded by Robert B. Cliffe, it was resolved that the following vouchers be paid from their respective accounts:

**FORWARDED**

<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
Bytronics	Digging Notifications	19.30
Bytronics	Digging Notifications	9.60
Dig Safely	Digging Notifications	43.00
Frontier	Mapleton Rd PS	52.52
National Fuel	Townline Road	523.43
National Fuel	Shawnee Road	112.70
National Fuel	Plant	5,430.19
National Grid	Elec Dist. - Tonawanda Creek Road	784.82
National Grid	Elec Dist. - Townline Road	1,158.92
National Grid	Elec Dist. - Mapleton Rd	412.23
National Grid	Elec Dist - East Canal PS	2,307.28

National Grid	Elec Dist - Shawnee Road	193.05
National Grid	Elec Dist - Moyer Lift	105.61
National Grid	Plant	10,842.24
National Grid	Elect Dist. - Tonawanda Creek Road	1,130.98
National Grid	2044 Niagara Falls Blvd (meter)	21.77
National Grid	2059 Niagara Falls Blvd (meter)	21.02
Niagara County Public Works	Elec Supply - Tonawanda Creek Rd (Sept., Oct 2013)	661.52
Niagara County Public Works	Elec Supply - Mapleton PS (Oct. 2013)	142.57
Niagara County Public Works	Elec Supply - East Canal PS (Oct. 2013)	1,146.11
Niagara County Public Works	Elec Supply - Moyer Lift (Oct. 2013)	72.41
Niagara County Public Works	Elec Supply - Shawnee Rd (Oct. 2013)	79.44
Niagara County Public Works	Elec Supply - Townline Rd (Oct. 2013)	634.33
Niagara County Public Works	Elec Supply - Plant (Oct. 2013)	12,667.89
Niagara County Public Works	Elec Supply - Rapids Rd (Sept. & Oct. 2013)	511.44
NYSEG	Rapids Road PS	580.83
QLT	Consumer Lease - Tonawanda Creek Road	14.42
Time Warner	Internet Service	757.53
Verizon	Townline Rd	25.31
Verizon	East Canal	25.32
Verizon	Tonawanda Creek	29.69
Verizon	Plant	141.97
Verizon	Moyer Lift	25.31
Verizon	Shawnee Road	24.96
Verizon	Rapids Road PS	25.01
Verizon Wireless	Cellular Phones	69.83
Wheatfield, Town of	Water - Townline Road	112.50
Wheatfield, Town of	Water - 7285 Shawnee Road (Shawnee P.S.)	11.90
Wheatfield, Town of	Water - 7114 Shawnee Road (Moyer Lift)	11.90
Wheatfield, Town of	Water - 6250 Shawnee Road (Mapleton Rd PS)	11.90
Allied Waste	Sludge Disposal	10,613.30
Andersen Electric Supply	Batteries, Light Switches, Switch covers, 70w lamps	127.84
Applied Sciences Group	Repair precharge relay in VFD2 at East Canal PS	807.50
Armor Electric	Annual Inspections on Cranes, Chains & Slings	1,845.00
Bison Laboratories	Sodium Hypochlorite	2,542.89
Chudy Paper	Paper Towels & Toilet Tissue	300.90
Cole-Parmer	Tubing, pump	961.82
CIR Electrical Construction Corp	Replacement of components of the main control panel at Tonawanda Creek PS	3,735.00
CRA	December Monthly Retainer	750.00
CRA	NCSD Mapleton Rd. P.S. Rehab Project #630998	8,940.00
CRA	Misc. Project Assistance/SCADA (Project #630191)	5,720.50
CRA	Development of new 10 year CIP (Project #631024)	4,925.00

CRA **	Capital Plan Phase 2 (Project #630806)	8,792.50
Ferguson Electric	Tonawanda Creek PS flooding. Maint. on pump motor	732.50
Fisher Scientific	Lab Supplies	657.92
Hahn, Anthony	Travel Mileage	19.21
HOHL Industrial Services **	Capital Plan Phase 2 (Bar Screens & Grit Removal)	71,677.50
IAQ-EMF Consulting Inc.	EMI Survey at the NCSD #1	3,248.00
Isle Chem	Lab Analysis	263.50
Isle Chem	Lab Analysis	2,458.00
Kemira	Ferrous Chloride	3,896.51
Koester Associates	Seal Water Filters (Rapids Rd PS & East Canal PS)	2,435.40
McMaster-Carr	Coupling, Plug Adapter, Sockets	734.25
Modern Corporation	Dumpsters	174.90
New Pig	Sump Skimmer	448.46
Polydyne	Polymer	15,042.00
Niagara Fire Extinguisher Services	Annual Inspection & Maintenance/Extinguishers	936.00
7N5-Praxair Distribution Inc.	Maintenance Supplies	100.50
Share Corporation	Maintenance Supplies	825.00
Shatzel, Christopher (Matador)	Carpet Floor Protection	119.00
Siemens Water Technologies	Lab Grade Water	371.04
Staples	Office Supplies	925.38
STC Construction *	Ton. Creek Rd PS & Secondary Valve Actuator Upgrades	16,660.97
Town of Pendleton	2013 I/I Reimbursement	20,000.00
Vona, P. Andrew	Monthly Retainer-Dec 2013/Legal Services	2,500.00
WW Grainger Inc	Roof Drip Diverter, Wire Wheel	285.07
TOTAL		\$ 235,526.11

TO BE PAID

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Allied Waste Services #111	Recycling Service	122.87
Applied Sciences Group Inc.	Troubleshoot Aeration Fan Drives at Plant	1,140.00
Augies Automotive	Sensor for truck	164.61
Cummins Northeast LLC	Repair at East Canal PS Block Heater leak	481.01
Dunn Tire	Tires for Sewer District Truck	657.00
Earsing, Aaron	2014 Clothing Allowance	400.00
Greater Niagara Mechanical, Inc.	Heat Repair in the Control Room	479.04
Hahn, Anthony	January Travel Mileage	22.40
Fisher Scientific	Lab Supplies	1,225.84
K & K Janitorial Service, Inc.	General Cleaning for January 2014	390.00
Koester Associates	Filters/Volute Gaskets	448.52
Matador	Carpet Floor Protection	119.00

Musial, Gene (Ryan's Exterminating Co)	Spray Filter Building	155.00
Proefrock, Marlin	Continuing Education Course	140.00
Proefrock, Marlin	Travel Mileage	21.28
Riverside Chemical Company	Rock Salt	346.25
Ronco	Maintenance Agreement/Phone System	367.50
Voss, Gary	Continuing Education Course	140.00
Wendt's Propane & oil Service	Propane	49.07
<b>TOTAL</b>		<b>\$ 6,869.39</b>

<b>TOTAL FORWARDED (2013 BUDGET)</b>	<b>\$ 235,526.11</b>
<b>TOTAL APPROVED O&amp;M (2014 BUDGET)</b>	<b><u>6,869.39</u></b>
<b>GRAND TOTAL APPROVED</b>	<b>\$ 242,395.50</b>

This motion was carried.

Review of the December 2013 Financial Report showed an Operation and Maintenance balance of \$6,004,772.89.

Upon motion duly made by Wright H. Ellis and seconded by James Riester, it was resolved that the Sewer District's December 2013 Financial Report be approved as presented. This motion was carried.

**Communications:**

a. Mr. Hahn reported that Mr. Timkey was under the weather and that he would be presenting the Chief Operator's Report.

b. Mr. Hahn reported that Steven C. Richards presented him the Town of Niagara's updated Map Plan and Report in which is the next step in bringing the balance of the Town of Niagara's flow to the District.

c. Quasar - Alan Johnson, V.P. Project Management and Development, and Nathan Carr, Biomass Account Executive of Quasar Energy Group, presented a draft for the lease of the District's lagoon. Mr. Smith stated that the Board would need a minimum of 30 days to review the draft prior to making a decision to move further in regards to further evaluate bringing Quasar's equate to the District.

**Old Business:**

There is nothing new to report this month.

**Chief Operator's Report:**

a. Rapids Road Pump Station Check Valve Replacement – Mr. Hahn presented three quotes which Mr. Timkey received for a new 6 inch by 10 inch check valve replacement for the Rapids Road Pump Station. Mr. Hahn requested board approval accepting the low quote from Shaefer Supply at \$3,055.38

Upon motion duly made by Wright H. Ellis and seconded by James Riester, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby gives approval to Mr. Hahn to accept the lowest quote from Shaefer Supply for the purchase of a new 6 inch by 10 inch check valve replacement at \$3,055.38 This motion was carried.

b. Garage Door Replacement, Treatment Plant Wet Well – Mr. Hahn presented three quotes which Mr. Timkey received for a garage door replacement in the treatment plant wet well. He stated that although Board approval is not required for quotes less than \$2,000, he is asking for Board approval to accept the lowest quote from Vaughan Door Center, Inc. at \$1,837.00.

Upon motion duly made by James Riester and seconded by Robert B. Cliffe, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby gives approval to Mr. Hahn to accept the lowest quote from Vaughan Door Center, Inc. at \$1,837.00 for a garage door replacement for the treatment plant wet well. This motion was carried.

**Administrative Directors Report:**

a. Guidelines for Procurement of Goods and Services - Mr. Hahn reported that he is presenting the 2014 Guidelines for Procurements of Goods and Services and suggested that the District keep it the same as in 2013 which was \$20,000.

Upon motion duly made by Wright H. Ellis and seconded by Steven C. Richards, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves the current Guidelines for Procurement of Goods and Services at \$20,000. This motion was carried.

b. District I/I – Mr. Hahn reported that the District has \$100,000 for I/I projects this year to be used District-wide. The Board requested Tom Blodgett and Tony Hahn meet with appropriate NCSD staff to decide on a list of priority I/I projects to consider implementing.

c. Roofs – Mr. Hahn reported that the Filter and Sludge building roofs are budgeted to be replaced this year. Mr. Hahn requested Board authorization for CRA to prepare a proposal for design and construction phase services for this roofing project for consideration at the February Board meeting.

Upon motion duly made by Robert B. Cliffe and seconded by James Riester, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Hahn's request for CRA to prepare a bid proposal for design and construction phase services for the Filter and Sludge Building roof replacement project. This motion was carried.

d. Electronic Data – Mr. Hahn reported that he can now start the process of listing the District on the Niagara County website. He added that we may possibly need to share an Adobe Acrobat License with the Water District. The District website would have the current month agenda with supporting paperwork. Digital pictures will also be available to post on the website. Mr. Hahn stated that the website should be up and running in March.

e. Sludge Hauling and Disposal Contract - Mr. Hahn reported that the District's contract with Allied Waste Services for Sludge Hauling and Disposal expires March 31, 2014. The Board requested Mr. Hahn to request Allied Waste Services for a 6 month renewal of their current April 1, 2011 contract which is currently in place.

### **Engineering Report:**

1. Infiltration/Inflow Program
  - Waiting for response/discussion from NYSDEC review of submittals for several years
  - With implementation of the new Permit, it is anticipated this program will no longer be a requirement
  - BOARD ACTION REQUESTED – None

2. General Retainer (CRA Project No. 630191)
  - Miscellaneous requests and reviews ongoing under Phase 40 and SCADA support
  - Pendleton/Cambria/Lockport Interceptor Extension – evaluation of feasibility and cost-effectiveness of additional alternatives continuing based on further discussion on scope of area to be serviced, depth to rock, and potential flow contributions
  - BOARD ACTION REQUESTED – None
3. Interceptor Sewer System Infiltration and Inflow Evaluation – Phase 2 (CRA Project No. 630724)
  - Finalize Report with anticipated issuance of final SPDES permit and associated requirements
  - BOARD ACTION REQUESTED – None
4. Capital Plan Phase 2 (CRA Project No. 630806)
  - Construction ongoing for Influent Screens and Aeration Grit Removal System project
  - R.O.W Clearing Contract advertisement for bids
  - BOARD ACTION REQUESTED – None

Mr. Lannon reported that the public bid notification was printed in today's newspaper for the R.O.W. Clearing Contract. Mr. Lannon also stated that once the project is awarded and the Contractor's schedule is approved, CRA will provide a letter for District signature to send out notifying residents of any work being done on/surrounding their properties (prior to any work being started).
5. Management, Operation, and Maintenance Plan Development (CRA Project No. 630943)
  - NYSDEC has indicated that the issuance of the final permit is imminent.
  - BOARD ACTION REQUESTED – None
6. WPCC 2013 Roof Replacement Project (CRA Project No. 630998)
  - Waiting on final payment, warranty, and closeout documents from Contractor
  - BOARD ACTION REQUESTED – None
7. Development of New 10-Year Capital Improvement Plan (CRA Project No. 631024)
  - Facility, infrastructure, and process assessment workshops complete. Projects priorities and draft report being completed
  - BOARD ACTION REQUESTED – None
8. Mapleton Road Pump Station Emergency Rehabilitation (CRA Project No. 631047)
  - Detailed design ongoing. Draft Contract Documents submitted for review
  - BOARD ACTION REQUESTED – None



**Attorney's Report:**

There is nothing new to report this month.

**New Business:**

There is nothing new to report this month.

**Adjournment:**

Upon motion duly made by Wright H. Ellis and seconded by Dennis Brochey the meeting adjourned at 4:35 p.m.